



TPC PLUS BERHAD

Registration No. 200301012910 (615330-T)
(Incorporated in Malaysia)

PT 1678, Mukim of Serkam, 77300 Merlimau, Melaka
Tel. No. 06-2686315 Fax No. 06-2686327

email : contact@tpc.com.my

ADMINISTRATIVE GUIDE FOR THE 18TH ANNUAL GENERAL MEETING (“AGM”)

Date & Time of AGM : Monday, 31 May 2021 at 9:30 a.m.
Venue of AGM : OGCC Golfer Tavern, Orna Golf & Country Club
Batu 16, Jalan Gapam, Ladang Gapam, Bemban
77200 Hang Tuah Jaya, Melaka

Depends on the COVID-19 situation in Malaysia, we may be required to change the arrangements of the 18th Annual General Meeting (“AGM”) at short notice. Kindly visit Bursa Malaysia Securities Berhad’s website at www.bursamalaysia.com or the Company’s website at www.tpc.com.my for the latest updates on the status of the AGM should there be any changes made.

1. **Annual Report 2020 and Circular to Shareholders dated 30 April 2021**

1.1 To conserve the environment and improve sustainability, the Company’s Annual Report 2020 and the Circular to Shareholders dated 30 April 2021 in relation to the proposed renewal of the shareholders’ mandate for recurrent related party transactions of a revenue or trading nature (“Circular”) may be downloaded from:

- (a) Bursa Malaysia Securities Berhad’s website at www.bursamalaysia.com;
- (b) The Company’s website at www.tpc.com.my; or
- (c) By scanning the QR code below.

1.2 Nevertheless, if you wish to receive a printed copy of the Annual Report 2020 and/or the Circular, please complete and return the **Request Form** to the Company’s Share Registrar. A printed copy of the Annual Report 2020 and/or the Circular will be sent to you within 4 market days upon receipt of your Request Form.

The Share Registrar
Bina Management (M) Sdn Bhd
Registration No. 197901005880 (50164-V)
Lot 10, The Highway Centre
Jalan 51/205, 46050 Petaling Jaya, Selangor

Telephone No. : 03-7784 3922
Fax No. : 03-7784 1988
Email : binawin@binamg168.com



Scan for Annual Report



Scan for Circular

2. **COVID-19 public health precautionary measures**

2.1 In order to minimize the risk of spreading the COVID-19 virus and for the well-being of all attendees, you will **NOT** be allowed to enter the venue of the AGM if:

- (a) Your temperature is 37.5°C and higher.
A compulsory body temperature screening will be carried out at the entrance of the venue of the AGM.
- (b) You are not feeling well and have cough and/or flu-like symptoms.
- (c) You have been placed on quarantine order or stay-at-home notice.
- (d) You have, in the last 14 days prior to the AGM, travelled overseas and/or been in physical contact with someone who is confirmed infected with COVID-19.

A self-declaration form in respect of the above will be provided for you to complete at the entrance of the venue of the AGM.

- 2.2 Wearing a face mask in advance is highly encouraged although face masks and hand sanitiser will be provided.
- 2.3 You are advised to observe and maintain social distancing throughout the AGM.
- 2.4 To avoid crowding, no refreshment will be served at the AGM.



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3. Participation at the 18th AGM

3.1 General Meeting Record of Depositors

The Company will, in accordance with Clause 18.7 of the Company's Constitution, request Bursa Malaysia Depository Sdn Bhd to issue a General Meeting Record of Depositors as at 24 May 2021 ("ROD") to determine who shall be entitled to attend the 18th AGM. Only depositors whose names appear on the ROD shall be entitled to attend the AGM or appoint proxy(ies) to attend and vote on his behalf.

3.2 Proxy

Members are strongly encouraged to appoint the Chairman of the Meeting as your proxy to attend and vote on your behalf at the AGM. Members are to indicate with an 'X' in the space provided in the **Proxy Form** on how you wish your votes to be cast. If no specific direction as to voting is given, the Chairman as your proxy will vote or abstain from voting at his discretion.

The duly completed Proxy Form must be deposited at the Company's registered office at PT 1678, Mukim of Serkam, 77300 Merlimau, Melaka or received by the Company via e-mail at proxyform@tpc.com.my not less than 48 hours before the time fixed for holding the meeting or any adjournment thereof.

3.3 Pre-registration to attend the AGM

However, if you wish to attend the AGM in person, kindly fill in the **Advance Registration Form** to allow us to make all the necessary infrastructure and logistics arrangement. The Advance Registration Form must be deposited at the Company's registered office at PT 1678, Mukim of Serkam, 77300 Merlimau, Melaka or received by the Company via e-mail at proxyform@tpc.com.my not less than 24 hours before the time fixed for holding the meeting or any adjournment thereof.

3.4 Questions prior to AGM

A member whose name appears on the ROD may send in advance any questions in relation to any item on the Agenda of the 18th AGM to the Company's registered office or via e-mail to proxyform@tpc.com.my not less than 7 working days before the time fixed for holding the AGM or any adjournment thereof. The Chairman of the Meeting will endeavor to respond to all questions received at the AGM. However, should there be a time constraint, the responses will be e-mailed back to you within 7 working days from the conclusion of the AGM.

3.5 No recording or photography

By participating at the AGM, you agree that no part of the 18th AGM proceedings may be recorded, photographed, stored in any retrieval systems, reproduced, transmitted or uploaded in any form, platform or social media or by any means whether it is mechanical, electronic, photocopying, recording or otherwise without the prior written consent of the Company. The Company reserves the rights to take appropriate legal actions against anyone who violates this rule.